

DEPUTY SECRETARY FOR HUMAN RESOURCES

JOB DESCRIPTION

BASIC FUNCTIONS:

Develops, implements, and coordinates policies and programs relating to the Senate's Personnel Management and Pay Program and the Affirmative Action Program including wage and salary administration, employee training, and statewide recruitment.

DUTIES:

Research Senators' personnel requests regarding hiring, reclassifications, promotions, and other personnel-related matters; maintain personnel budgets for each office; investigates employee grievances and harassment claims and makes recommendations to the Secretary of the Senate/Senate Rules Committee for appropriate action; oversee semi-monthly processing and distribution of payroll; develop quarterly reports regarding personnel positions and salaries; develop Senate policy in accordance with employment laws and practices; recruits and implements statewide recruitment plans for the Senate Fellows program and other Senate positions; develop and implement the affirmative action policy and program; develop and conduct sexual harassment prevention training for Senate employees and Senators; consult with the Secretary of the Senate and Rules Committee on issues relating to minority, women, and disabled communities as they relate to the Senate.

KNOWLEDGE OF:

The various personnel rules and policies pertaining to the hiring, supervising, and terminating of employees and the methods and procedures relating to the processing of these practices; the various leave policies offered by the Senate; procedures relating to the payroll process; knowledge of personnel management and affirmative action laws and procedures; knowledge of the California Legislature and the legislative process.

ABILITY TO:

Establish and maintain cooperative relationships with those contacted in the course of work; assign and direct the activities of subordinates; communicate clearly and concisely, orally and in writing; hire, train, supervise and terminate employees.

PAY RANGE: starts at \$9,338 per month+ (commensurate with experience).

FILING DATE: Applications must be received by Friday, 10/31/14

Submit Resume and Cover Letter to:

Daniel Alvarez, Secretary of the Senate
California State Senate Rules Committee
State Capitol, Room 400
Sacramento, CA 95814